



EMPLOYEE PARKING RULES

Updated: September 4, 2025

Parking in the employee lot is limited to permit holders that are actively working on MOT premises. The lot is not to be used for business or personal travel parking. Violating any of the rules outlined in this document may result in your vehicle being ticketed and/or towed or your parking privileges being revoked.

- **Be sure to display your employee parking permit while parked in the employee parking lot to avoid being ticketed.**
 - The permit must be displayed face up on the upper portion of the front windshield on the passenger side, fully visible to the parking enforcement staff.
 - **NOTE:** The tickets issued are official City of Minot parking tickets. All payments will have to be made with the City of Minot Police Department and cannot be voided by Airport staff.
 - **All parking permits belong to the Minot International Airport.**
 - Permits are non-transferable and must be returned if leaving your position at the Minot International Airport.
 - Internally transferring from one airport employer to another requires new permits to be issued.
 - Any permits not turned in will be subject to an unreturned permit fee which is the responsibility of the permit holder.
 - Employees may receive up to 3 permits, some employers may cover the cost of the permits or reimburse for the purchase. Any additional permits are the responsibility of the permit holder.
 - **Cost per permit: \$250.00**
- If you **forgot your parking permit:**
- You may purchase a temporary parking permit from Airport Administration.
 - Temporary permits are valid only for the date shown on the permit; permits are \$5.00/day.
- If the employee lot is full, you may park in the Short Term Lot.
 - ❖ You must present the Airport Administration office with the parking ticket from the machine for validation.
 - Traveling for **business purposes:**
 - Park in the Short or Long term lot only.
 - The first 24 hours of parking will be validated by Airport Administration.
 - Any additional time after that will not be validated
 - Manager must provide written (email) notice to Airport Administration **prior to departure.**
 - Traveling for **personal reasons** (vacation, etc.):
 - Employees traveling for personal reasons are considered passengers and are expected to park in either the Short or Long Term Lot.
 - Parking in the Employee Parking Lot for non-business purposes is a violation of employee parking privileges and, as such, will result in the vehicle being ticketed and/or towed.
 - If you **lost** your parking permit:
 - Report loss to Airport Administration
 - ❖ PH#701-857-4724
 - New permit will be issued upon receipt of a \$25.00 replacement fee.
- Permits Expire 02/28/2026**